

HIA APPRENTICE AWARDS CHECKLIST



Congratulations on being considered for a HIA Apprentice Award.

Your host/employer will start your nomination. You will then receive an email with a link to your nomination which asks for all the items in the list below.

To complete your nomination we recommend you pre-prepare by writing your answers to the following questions and saving the required documents ready for upload to the form.

Your nomination needs to be completed in one sitting, that is, you cannot save and come back to the form once you have started. Please allow 1 hour to upload your pre-prepared written answers and documents.

BASIC DETAILS

You will be asked the following basic details:

- HIA Member number (if applicable)
- Postal address
- Mobile
- Email address
- Date of Birth
- Trade
- Year level
- Commencement date of apprenticeship
- Completion date or due date of completion
- Full name of qualification completed or due to be completed. For example Certificate III in Carpentry
- Name of registered training organisation

QUESTIONS

The following questions require a written response.

Suggested word counts for your answers are listed.

- 1. What made you decide to start an apprenticeship and choose your trade?**
Suggested word count 200 words.
- 2. What are some examples of job tasks you have performed during your apprenticeship?**
Suggested word count 200 words.
- 3. Tell us about your experience as an apprentice so far and the types of projects you have been working on. What has been the most enjoyable part of your apprenticeship?**
Suggested word count 300-500 words.
- 4. What are your long term goals in the industry?**
e.g aspirations relating to work in the building industry and future plans. Suggested word count 300-500 words.
- 5. How do you record your daily activities? Can you provide evidence?**
If you have details of your daily activities, please attach.
- 6. Are you up to date with your tradeschool modules?**
Answer Yes or No
- 7. Assessed competent?**
Answer Yes or No
- 8. Have you had to repeat any modules?**
Answer Yes or No

ACHIEVEMENTS AND ADDITIONAL TRAINING

- 9. Please provide an explanation of achievements you have made in other aspects of your life such as in study, work, community, sports etc.**
Suggested word count 200-300 words
- 10. Have you completed any extra training or courses during your apprenticeship?**
Answer Yes or No
Please attach any additional awards, prizes or achievements.

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UPLOADS

You will be asked to upload the following documents:

- Academic Results**
Upload a copy of the most recent records or statement from the Training Provider. If additional studies undertaken, please attach copy of results.
- Qualification Certificate / Statement of Attainment**
Upload a copy of your qualification certificate (if completed) OR a statement of attainment for all units completed to date.
- Photo 1**
Upload a photo taken on-site looking at the camera. For example standing next to a work truck.
- Photo 2**
Upload a photo taken on-site performing day to day work activities as a high resolution image in landscape orientation. Ensure all PPE is used where required. (Image must have you looking at the camera)
- Photo 3**
Upload a photo taken on-site performing day to day work activities as a high resolution image in landscape orientation. Ensure all PPE is used where required.
- Photos 4-6 (optional)**
Upload photos taken on-site performing day to day work activities.
- Video (optional)**
Upload a video of yourself performing a task onsite. This may be used for promotional purposes. Suggested video length 10-30 seconds. Ensure PPE is used where required.

DECLARATION

You will need to tick the declaration before submitting

I declare that I am authorised to submit this entry. I have read and fully understand the Conditions of Entry and definition of categories for this competition and affirm that the application entered meets all requirements. I have reviewed and understand the awards and publicity for this competition as well, and agree to participate according to those practices. I am aware that any false or misleading information in this entry will disqualify me from this competition.

Press SAVE to complete the form. Once you click save you cannot edit your submission.

For any queries, please contact HIA Events on 1300 650 620.

